



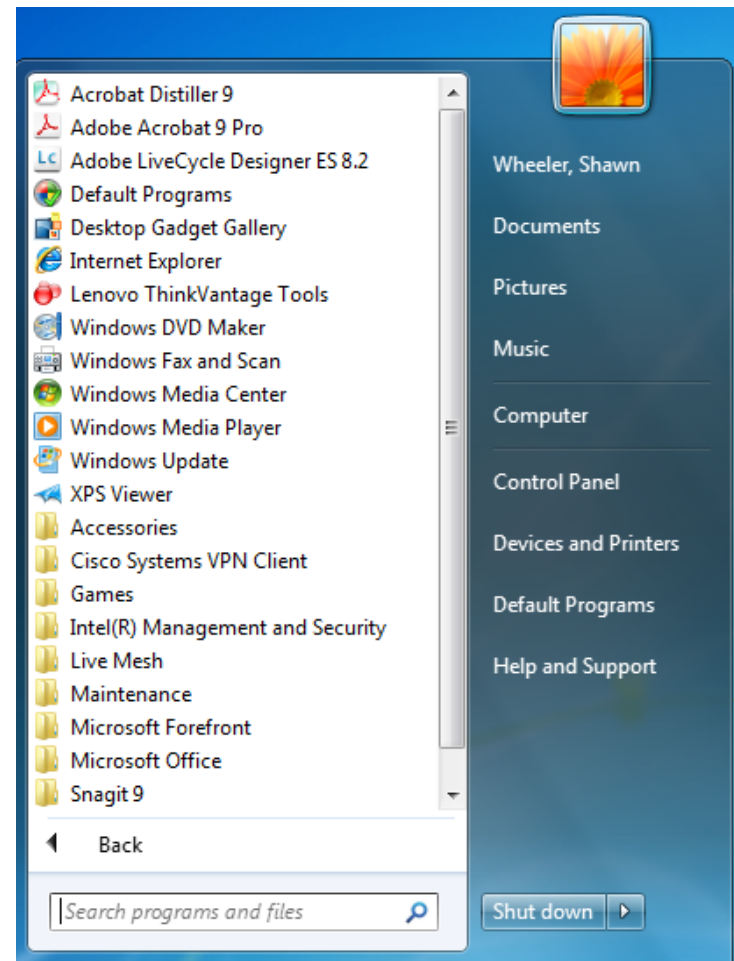
WINDOWS 7

Created by Shawn Wheeler – Tolleson ESD
Instructional Technology Integration
Tolleson, Arizona

(shared with permission)

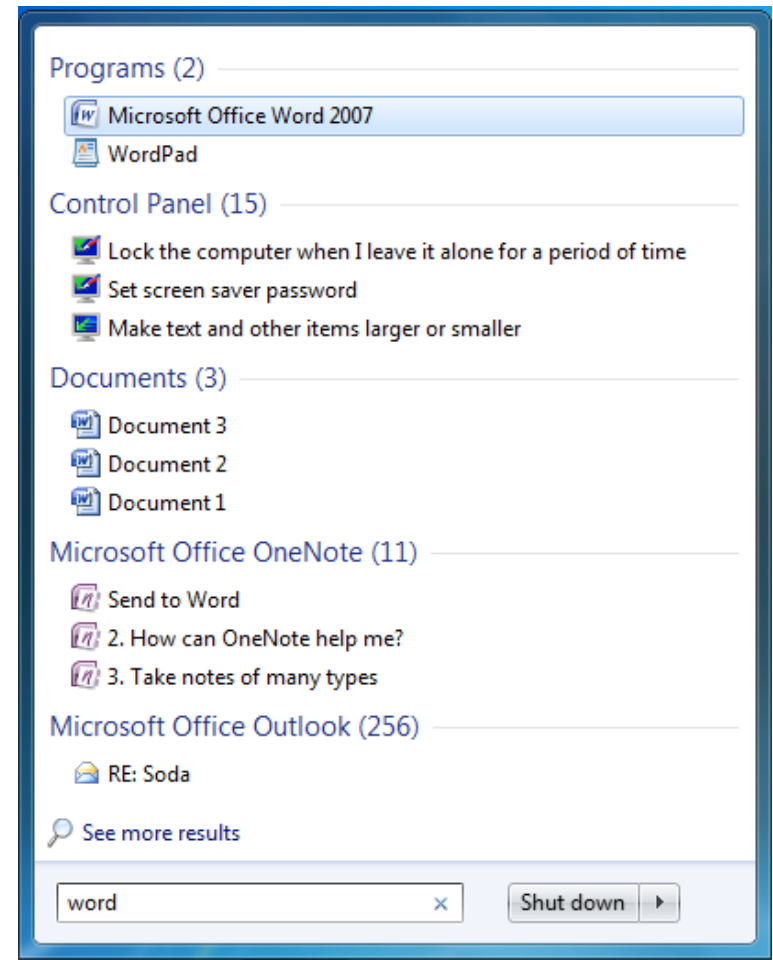
Accessing Programs (search it)

- Find it
 - ▣ Click the Start Menu
 - ▣ All Programs
 - Expand the Sub Menu



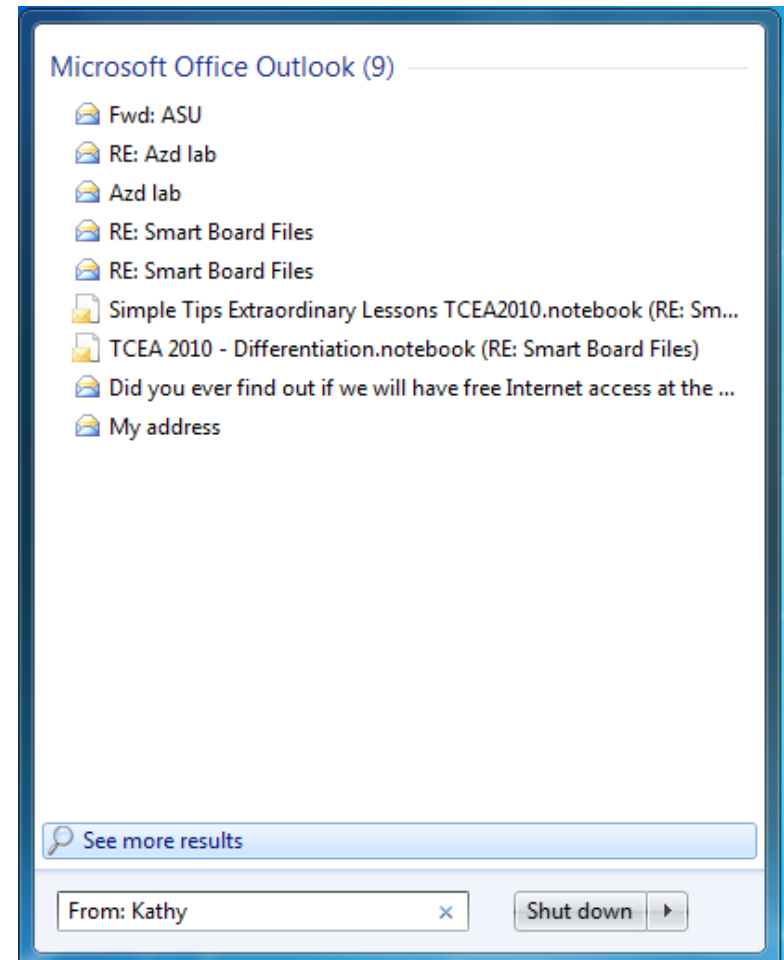
Accessing Programs (find it)

- Search for it
- Click the Start Menu
 - ▣ Type the name of the program in the Start Menu's search field



Searching for other items

- Documents and files
- Email
 - From: _____
 - To: _____
 - Subject: _____



Time to try it...

- Using the find it method, launch Excel
- Using the Search method:
 - ▣ Launch Word
 - ▣ Search for a word in your files
 - ▣ Search From: Shawn



Secret Keyboard Shortcut



- Tap the Windows key or CTRL + ESC

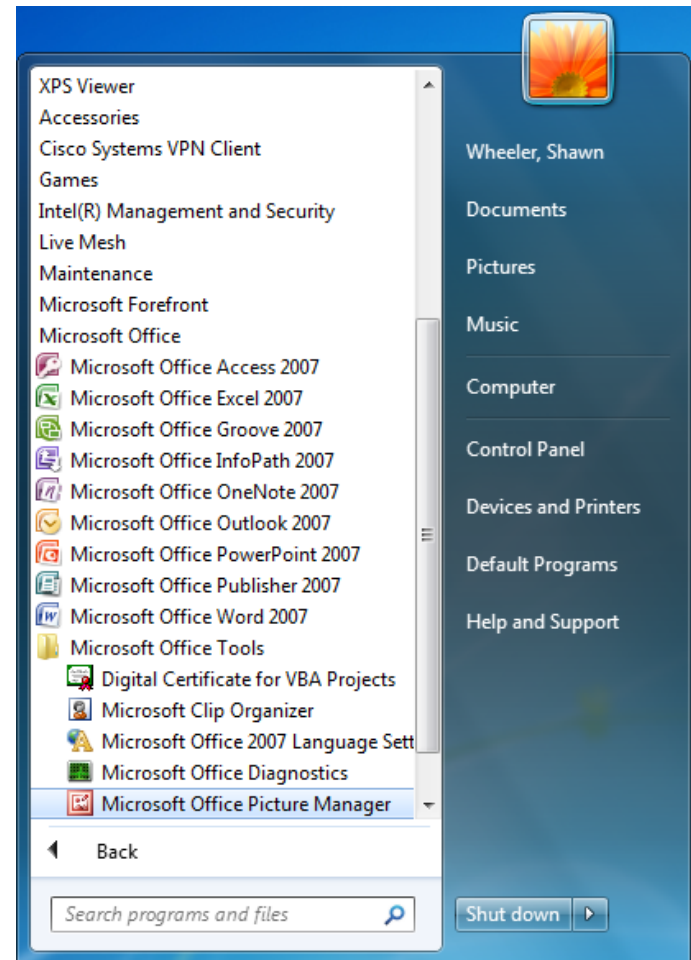


Press the Up arrow key

- Press the Right arrow key to expand

- Located Microsoft Office Picture Manger (Located inside the MS Office folder / MS Office Tools)

- Enter Key to launch



Pinning the Start Menu & Task Bar

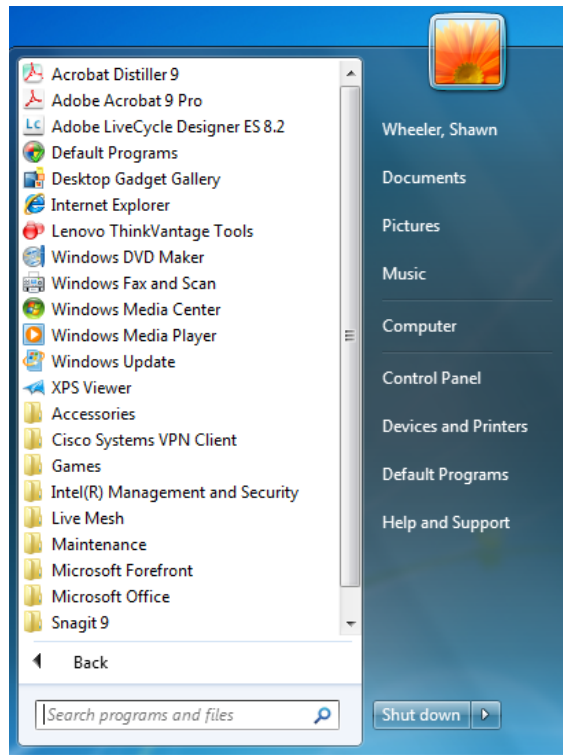
- Start Menu
 - ▣ Pin to Start Menu
 - ▣ Pin to Task Bar
 - Keep your desktop free of clutter.
 - ▣ Jump list
 - Start Menu
 - Task Bar
 - Pinning Jump list items
 - Keep items close.



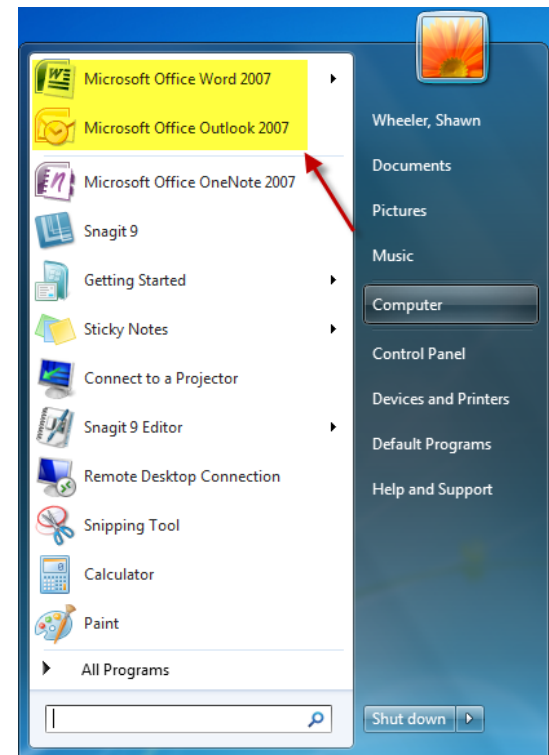
A cluttered desk is a sign of a cluttered mind. Or a weak arm.

Start Menu pinned comparison

Nothing Pinned

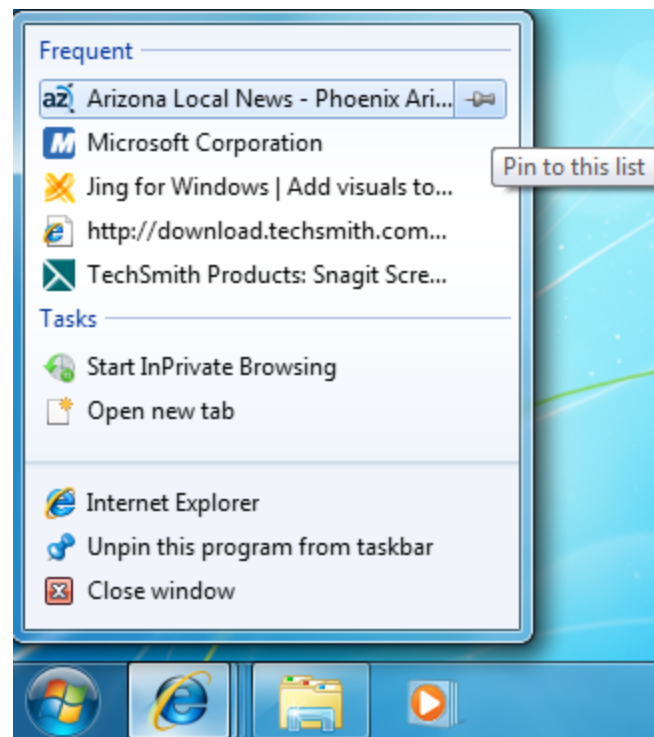


Word & Outlook Pinned

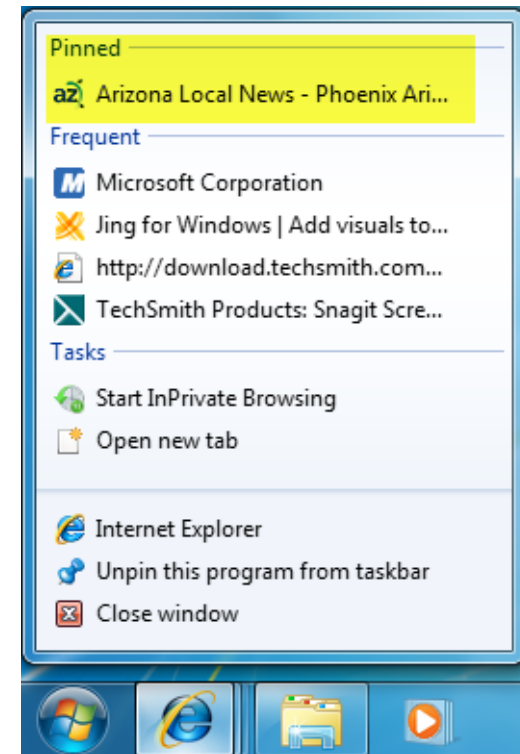


Task bar pinned comparison

Nothing Pinned



AZ Central Pinned



Time to try it...

- Pin Word & Outlook to the Start Menu
- Open AzCentral.com then pin it to the Task bar.



Show Desktop (Peekaboo)

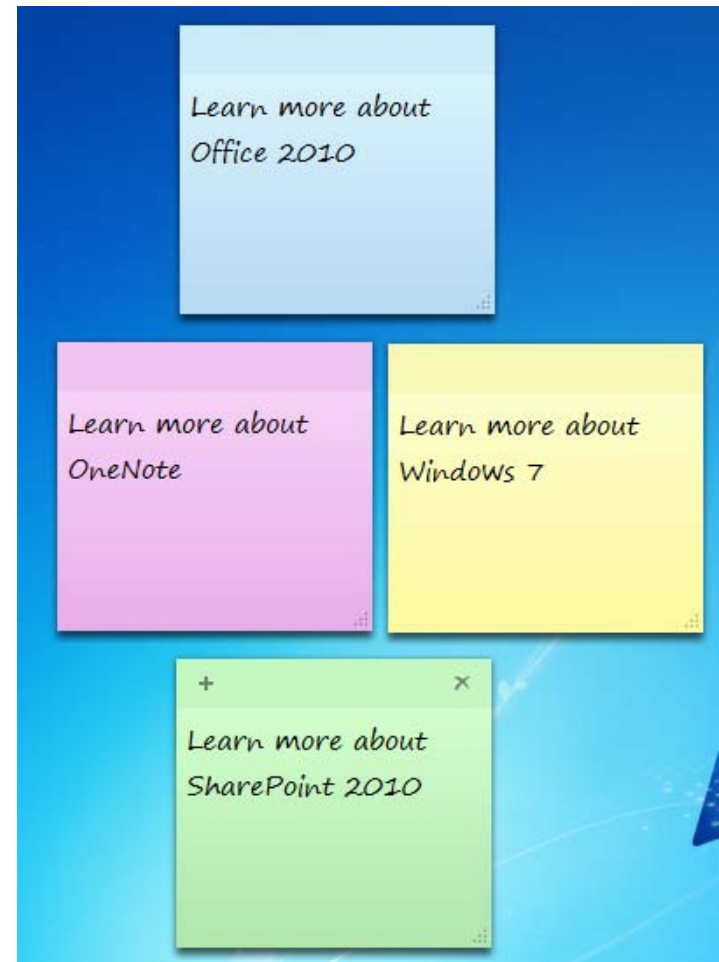
- Windows Peek
- vs
- Show Desktop
- Try it...
- Open Word, Excel and Internet Explorer
- Place the mouse in the lower right corner



Scratch the Scratch Pad with...

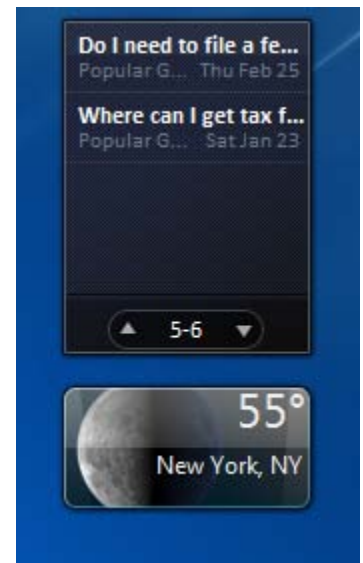
Sticky Notes

- ❑ Launch like any software.
- ❑ Can be pinned to the Start Menu or Task bar
- ❑ Sticky Notes will not fall off the monitor
- ❑ Multiple colors
- ❑ Never need a pen!
- ❑ Give it a try...



Gadgets

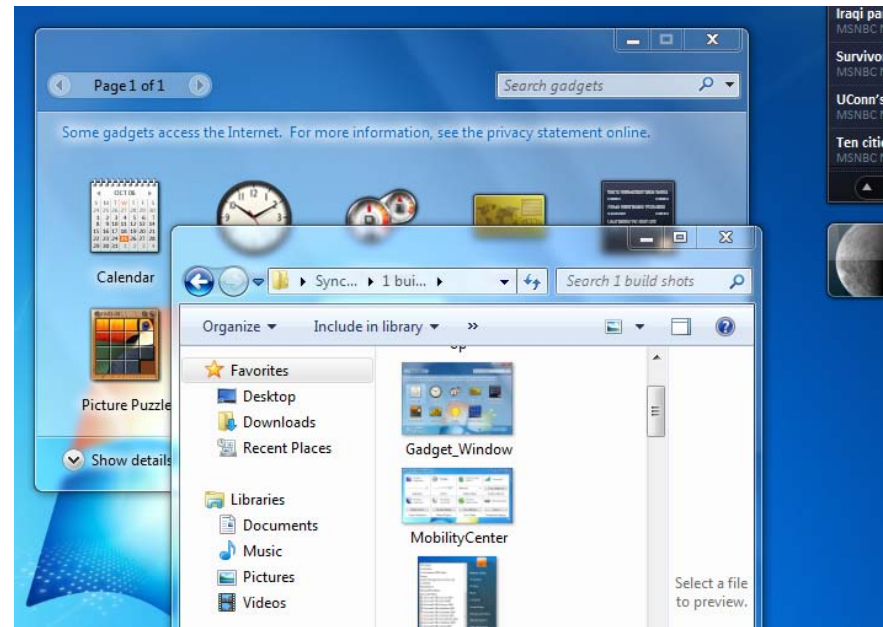
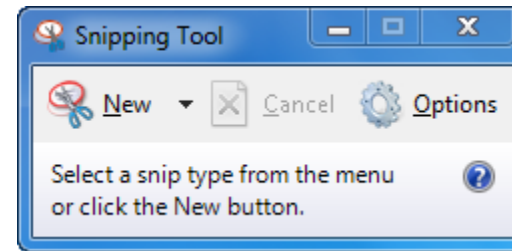
- Mini Programs that live on the screen conveying information you want
- To add them...
 - ▣ Right click on the desktop and select Gadgets.
 - ▣ Double click to add
- Try it



Snipping Tool

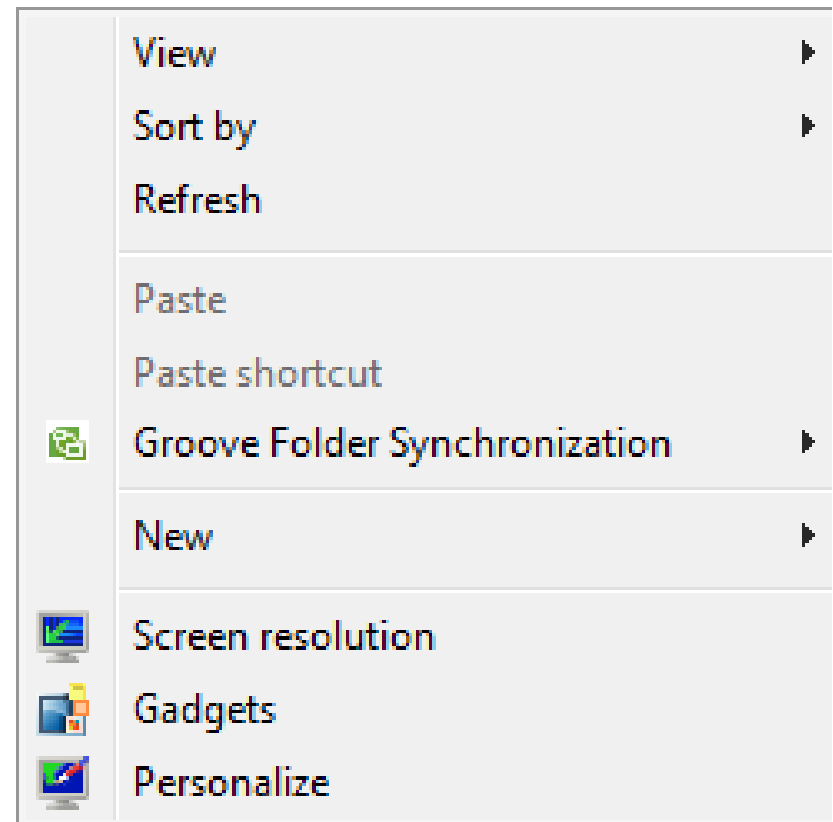
Need a screen shot...
The Snipping Tool is for
you...

- Capture at rectangle, window, the screen or free form
- Annotate it, email it or paste it...
- Give it a try.



Desktop & Right Clicking

- View
 - ▣ Gadgets
 - ▣ Desktop Icons (presentations)
- Gadgets
- New
 - ▣ Folders
 - ▣ Other items



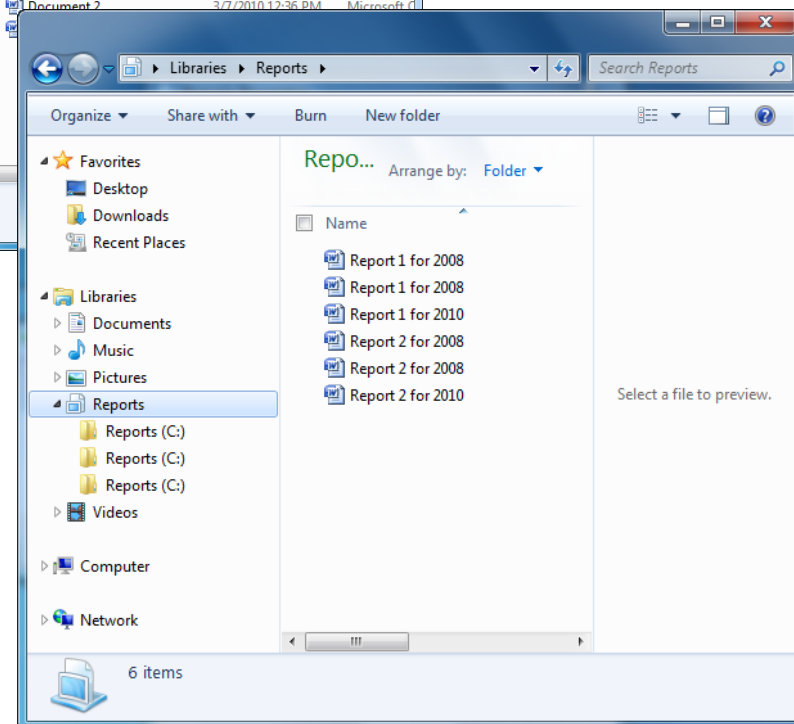
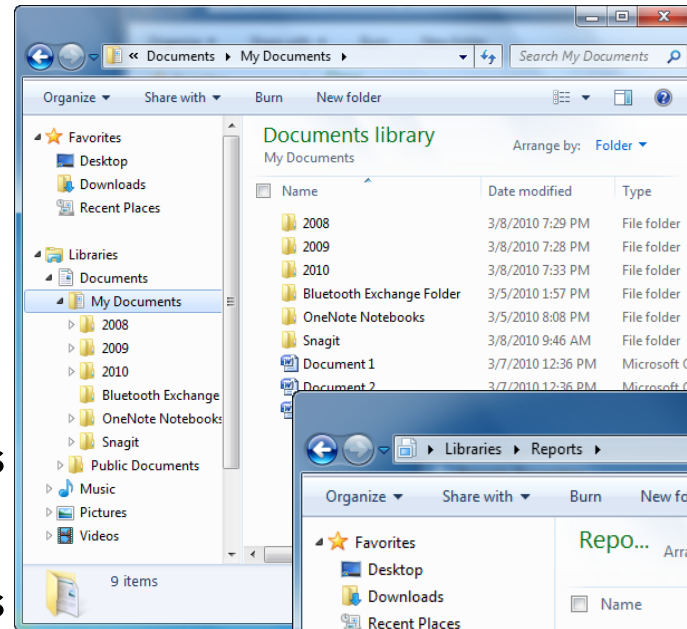
Folders Vs. Libraries

□ Folders

- C:\user\swheeler\My Documents\Reports

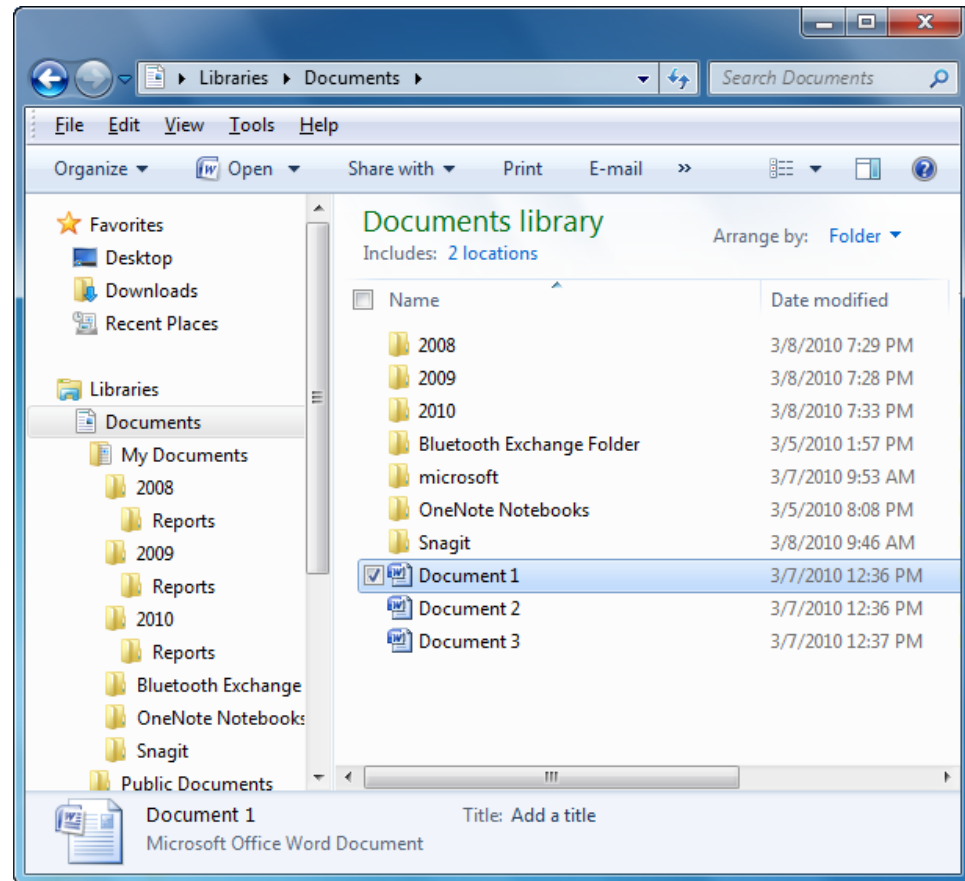
□ Library

- C:\user\swheeler\My Documents\2010\Reports
- C:\user\swheeler\My Documents\2009\Reports
- C:\user\swheeler\My Documents\2008\Reports



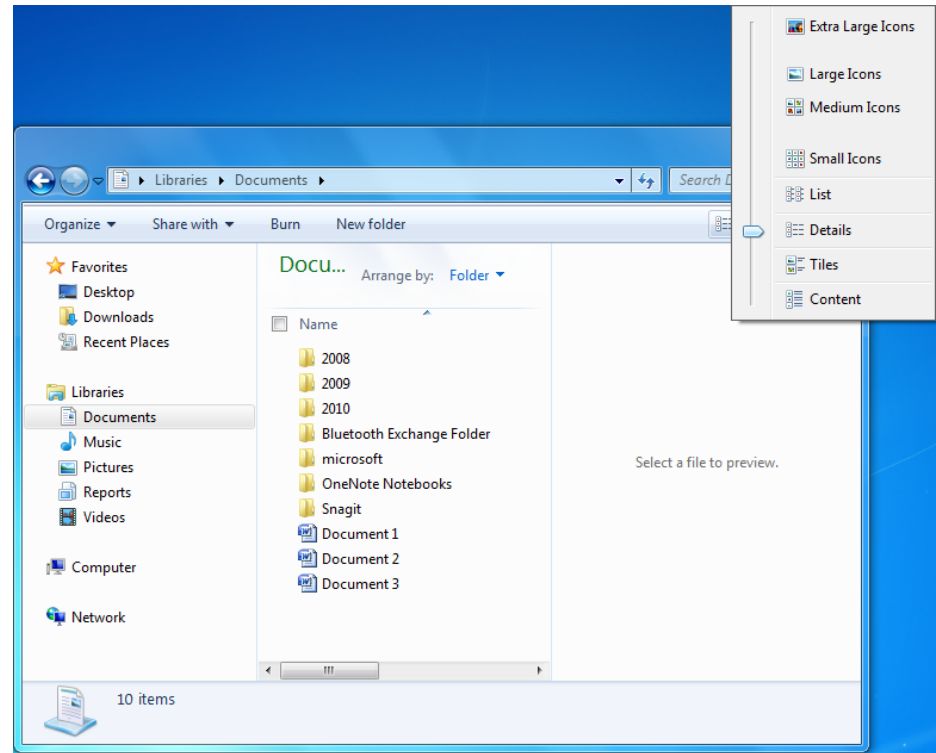
Windows Controls (Classic Menus)

- Alt Key – Classic Menus
- Try it...



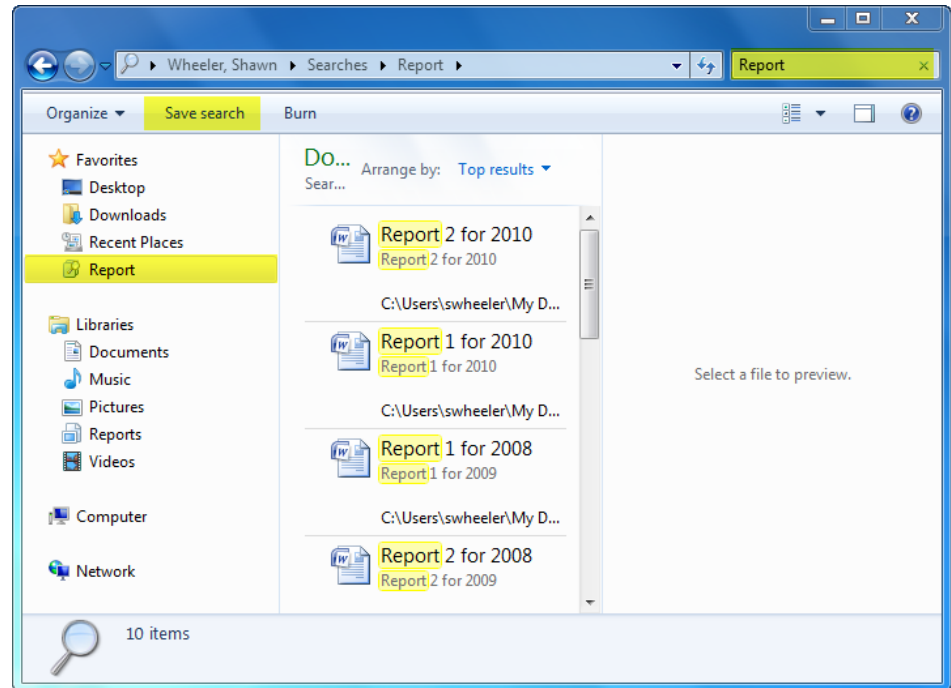
Windows Controls (Views)

- Views
 - ▣ Icons (4 sizes)
 - ▣ List
 - ▣ Details
 - ▣ Titles
 - ▣ Content
- Previewing Pane files
- Organize
 - Folder and Search Options



Windows Controls (Searching)

- Searching Folders & Libraries
- Searching and Saving
- Let's Try it...



Search Shortcut

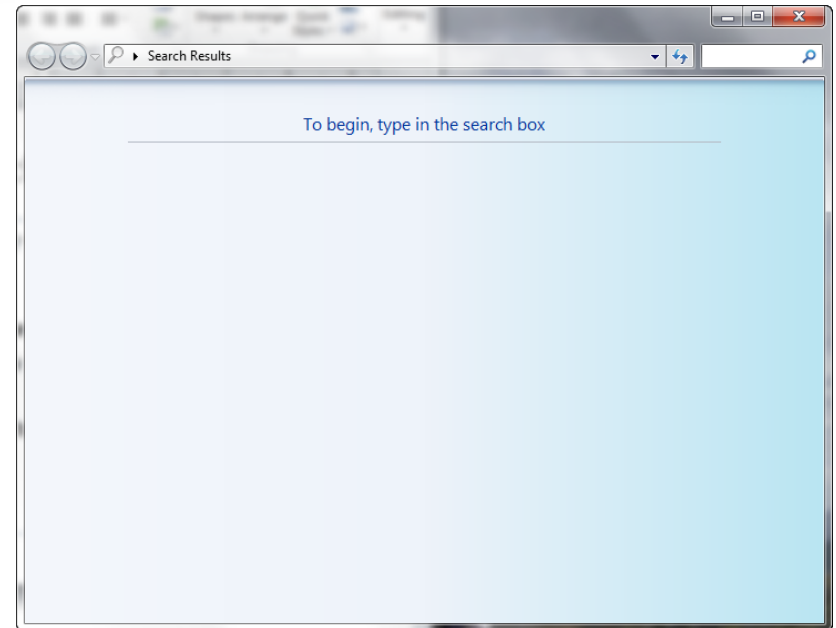


- Tap the Windows key + F
- Type what you are looking for.
- Press enter



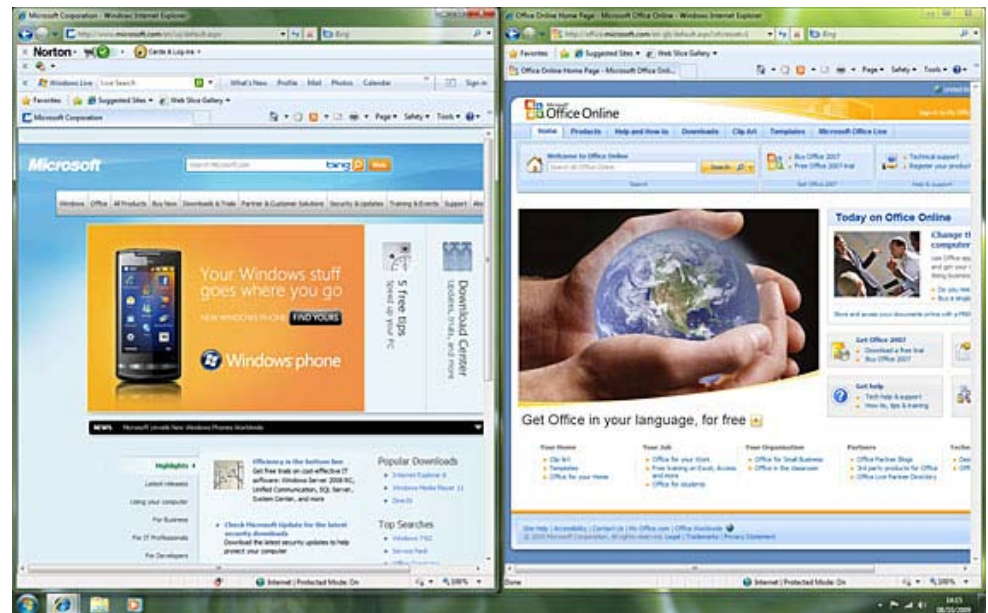
Note: This search works like Search engines
“quoted phrases” other
Operators + - etc...

Example “Web 2.0” = *.doc will find Word document that contain Web 2.0 in the title or content.



More Windows Controls

- Left Menu options
 - ▣ Favorites
- Snap (As seen on TV)
 - ▣ Left
 - ▣ Right
 - ▣ Top or Bottom
- Arrow Shake
- Let's Try these...

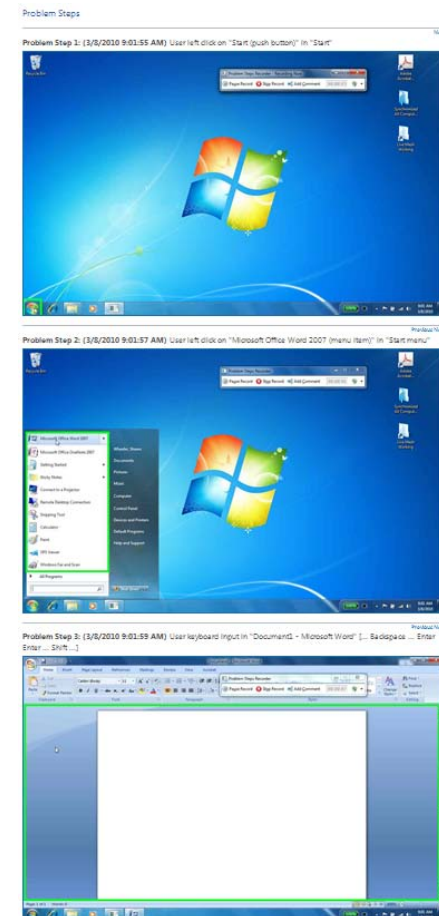
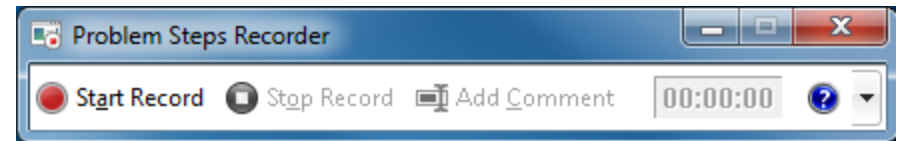


Explaining the Problem

Record Steps to reproduce a problem

- Type the above text in the search filed
- Click the link. (It will be located in the Control Panel section.)
- Click Record
- Complete the necessary steps
- Click the stop recording button
- Name the newly created Zip file.

Let's Try it...



Personalization

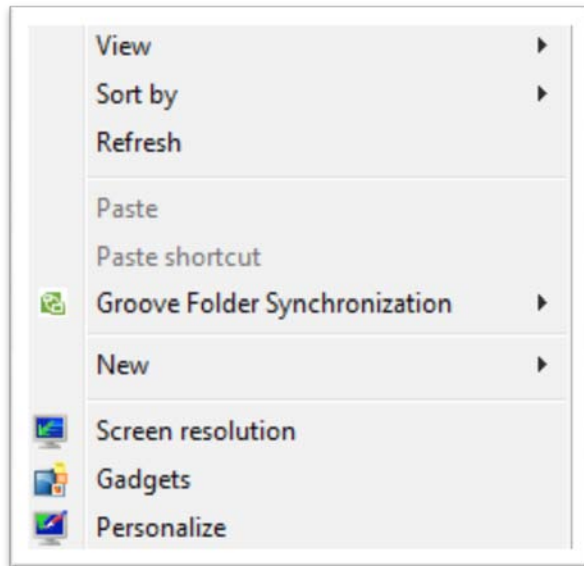
- Change Desktop Icons
 - ▣ Desktop icons
 - ▣ Mouse pointers
 - ▣ Account picture
- Themes
 - ▣ Window Color
 - ▣ Sounds
 - ▣ Screen Saver



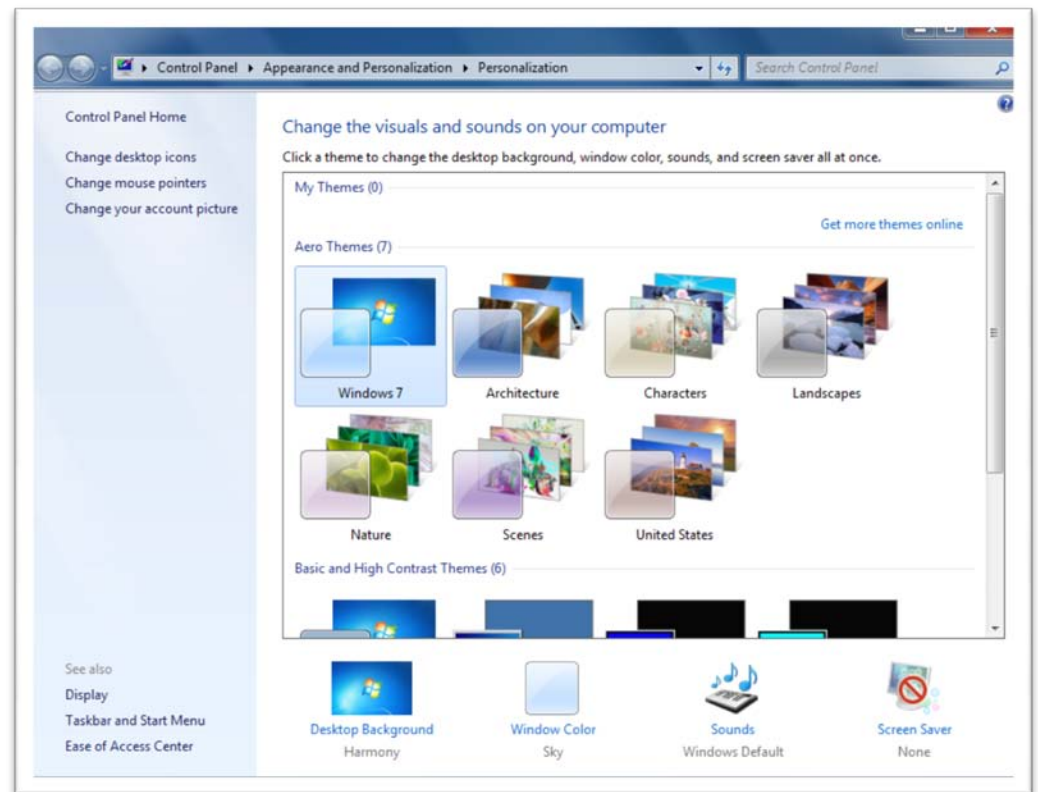
If you must personalize

□ Right Click the desktop

□ Select Personalize



□ Click your choice

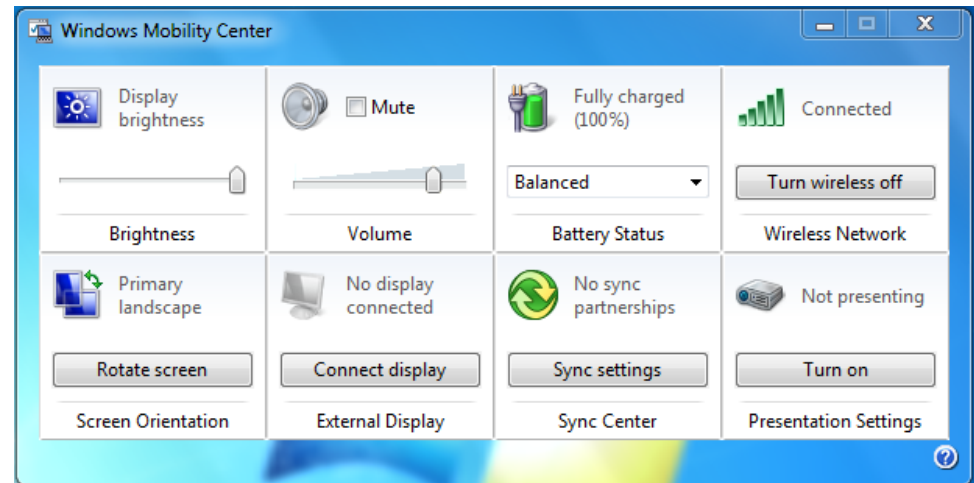


Windows Mobility settings

Open with Windows Key
+ X

- ❑ Display Brightness
- ❑ Volume
- ❑ Battery Status
- ❑ Wireless Network
- ❑ Screen Orientation
- ❑ External Display
- ❑ Sync Center
- ❑ Presentation Settings

Note: Lenovo Power Management trumps Windows Battery controls.





Questions

